

State of Rhode Island  
Department of Administration

**INTER-OFFICE MEMORANDUM**

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Office of Accounts and Control

TO: CHIEF PAYROLL OFFICERS  
ALL STATE AGENCIES

DATE: OCTOBER 2, 2008

FROM: Marc A. Leonetti, State Controller

SUBJECT: PAYROLL SIGN-OFF FOR PAY PERIOD #8 ENDING 10-11-08  
CPO 09-01

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To ensure a timely processing of payrolls, you are required to "sign off" on all payrolls no later than 4:00 pm on Tuesday October 14, 2008.

Payroll accounts can be transmitted on Friday, October 10, 2008 for agencies that have few exceptions.

The cooperation of each department and agency to adhere to the above schedule would be greatly appreciated.

MAL/lac

CPO 09-01 PAYROLL SIGN OFF PP #8